



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

*If you have request, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 428.43
C524R Chesla, Elizabeth
 Read Better, Remember More. Learning Express, 1997. *Soon - you'll be able to wield a highlighter pen with much more confidence.*
- 155.9042
G348L George, Mike
 Learn to Relax: A Practical Guide to Easing Tension and Conquering Stress. Chronicle Books, 1998. *Remember - when you unwind you must turn yourself counter-clockwise.*
- 031.02
H218H Hamilton, Leslie and Brandon Toropov
 How to Impress Anybody About Anything: Sound Smarter than You Are About Everything from Aerodynamics to Zen Buddhism. Citadel Pr., 1998. *Add blue tights and a red cape and you can become SUPER-ficial.*
- 372.632
P742P Podhaizer, Mary Elizabeth
 Painless Spelling. Barron's Ed. Series Inc., 1998. *What about those compound word fractures?*

CAREER

- 650.1082
G463E Gilberd, Pamela Boucher
 The Eleven Commandments of Wildly Successful Women. Macmillan Spectrum, 1996. *The last of them - the 12th commandment - thou shalt wear comfortable shoes - was, it seems, still being debated at publication time.*
- 650.14082
S171W Salmansohn, Karen
 Whip Your Career into Submission: The 30-Day Plan to Transform Yourself from a Job Slave into the Master of your Destiny. Broadway Books, 1998. *Stop bashing and start lashing.*

COMMUNICATION

- 155.232
D443N Desberg, Peter
 No More Butterflies: Overcoming Stagefright, Shyness, Interview Anxiety, and Fear of Public Speaking. New Harbinger Pub., 1996. *Unless you're going to insist on those lantana boutonnières.*
- 808.51
G846M Grice, George L. and John F. Skinner
 Mastering Public Speaking. Allyn and Bacon, 1998. *The first thing to remember is that a blank stare loses its effectiveness after about five seconds.*
- 808.06665
L751B Lindsell-Roberts, Sheryl
 Business Writing for Dummies. IDG books, 1999. *Once you've mastered this, you'll only have to avoid all face-to-face meetings or phone conversations.*

MANAGEMENT

- 658.409
B923F Buckingham, Marcus and Curt Coffman
First, Break All the Rules: What the World's Greatest Managers Do Differently.
Simon and Schuster, 1999. *The problem is your stuck with all those shards of conventional wisdom.*
- 658.4
C245D Capodagli, Bill and Lynn Jackson
The Disney Way: Harnessing the Management Secrets of Disney in Your Company.
McGraw-Hill, 1999. *I wonder if I could get an animatronic double to go to staff meetings?*
- 658.3112
D311H Deems, Richard S.
Hiring: More than a Gut Feeling. Career Pr., 1995. *If this doesn't help, try some Roloids.*
- 650.13
D311SM Deep, Sam and Lyle Sussman
Smart Moves: 140 Checklists to Bring out the Best from You and Your Team.
You might be relying too much on that Boss-Pawn opening.
- 658.4092
H458C Heenan, David A. and Warren Bennis
Co-Leaders: The Power of Great Partnerships. John Wiley and Sons Inc., 1999.
SAYS WHO!!!! - SAYS ME!!!! OH YEAH!!!!!! - YEAH!!!!!!
- 658.4063
H917M Hultman, Ken
Making Change Irresistible: Overcoming Resistance to Change in Your Organization. Davies-Black Pub., 1998. *I think the thing to do is to try to add chocolate chips in there somewhere.*
- 658.402
M135C Macdonald, John
Calling a Halt to Mindless Change: A Plea for Commonsense Management.
AMACOM, 1998. *Before any more isms become wasms.*
- 658.311
M866F Mornell, Pierre
45 Effective Ways for Hiring Smart: How to Predict Winners and Losers in the Incredibly Expensive People-Reading Game. Ten Speed Pr., 1998. *Well - the favorites are People Skills, Motivation, and Problem Solving - all at 2-1. Followed by Curiosity and Attention to Detail at even money. Blaming and Deceptiveness are 20-1; Disregarding Directions and Lack of Courtesy are 50-1. And the real long shot is No Criminal Record.*

WORK ENVIRONMENT

- 651
E360
1998 Eisenberg, Ronni and Kate Kelly
Organize Your Office! Simple Routines for Managing Your Workspace.
Hyperion, 1998. *My simplified organizational methodology suffers from over reliance on limited non-discreet location designations: here, there and everywhere.*
- 650.13
L699W Lichtenberg, Ronna
Work Would Be Great if It Weren't for the People: Making Office Politics Work for You. Hyperion, 1998. *I must admit, shooting spitballs from behind the cover of your cubicle can be rather satisfying however*
- 344.012596
S121G Sack, Steven Mitchell
Getting Fired: What to Do if You're Fired, Downsized, Laid Off, Restructured, Discharged, Terminated, or Forced to Resign. Warner Books, 1999. *I'm not sure but I believe it even makes reference to what steps you should take if you've been given the boot.*